

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **64**

PAGE NO. **1**

1. Requesting Agency
DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency
SPRINGFIELD STATE HOSPITAL

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
|-------------|---|---|

| | | |
|----|--|--|
| 1. | <p>CANCELED EMPLOYEE MEAL BOOKS Hospital employees, up to July 1, 1953, used \$5.00 meal books for meal purchases. Since that time cash has been used and all books turned in and accounted for. They occupy 3½ cubic feet for the years 1947 to July 1, 1953.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER JULY 1, 1953 AND THEN DESTROY.</p> | <p>Approved Hall of Records Commission</p> |
|----|--|--|

| | | |
|----|---|--|
| 2. | <p>EMPLOYEES' WITHHOLDING AND EARNINGS CARD This 5" x 8" unnumbered form shows the employee's name, classification, bi-weekly pay, all deductions, the total yearly salary and total tax withheld. This same information is recorded permanently in the records of the Employees' Retirement System and up to July 1, 1953, the Commissioner of Personnel also retained a record of this information. Since July 1, 1953, the Central Payroll Bureau has maintained permanent records of this nature relieving the agency of this responsibility. Their primary function was the preparation of the Federal Form W-2, which function is now performed by the Central Payroll Bureau. The Earnings Cards of this agency occupy 2½ cubic feet for the years 1943 to July 1, 1953.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER JULY 1, 1953 AND THEN DESTROY.</p> | <p>Approved Hall of Records Commission</p> |
|----|---|--|

| | | |
|----|--|--|
| 3. | <p>WITHHOLDING STATEMENT (FEDERAL TAXES WITHHELD FROM WAGES) This Federal Bureau of Internal Revenue Form (W-2) was prepared by the hospital annually prior to the establishment of the Central Payroll Bureau July 1, 1953. Since that date the Bureau has prepared the form. The total file occupies less than 1 cubic foot</p> | <p>Approved Hall of Records Commission</p> |
|----|--|--|

7. Agency, Division or Bureau Representative

Samuel A. Walford
Signature

ACCOUNTANT
Title

JUNE 25, 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JUNE 30, 1954
Date

Morris S. Odeh
Archivist

JUL 12 1954

Date

James C. ...
Secretary

STATE OF CALIFORNIA
SCHEDULE FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

for the years 1943 to July 1, 1953.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER JULY 1, 1953 AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS
Date.....JUL 1 9 1954

J. Mccluskey
.....
Secretary